

MOSAIC COMMUNITY SERVICES, INC.

POSITION DESCRIPTION

Title: Substance Abuse Counselor

FLSA Status : Exempt

Department: Mobile Treatment Team

General Summary:

The member of the multidisciplinary team has the responsibility to carry out rehabilitation and support functions and assist in treatment; substance abuse services' education support and consultation to families and crisis intervention under clinical supervision.

The duties and responsibilities listed below are intended to describe the general nature of work to be performed by individuals in this job. They are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Principle Responsibilities and Duties:

- Conducts comprehensive substance abuse assessments that examine the relationship between substance use and mental health.
- Assesses and track client's stages of change readiness and stages of recovery.
- Provides supportive therapy and psycho-educational therapies to clients in individual, group and family settings in the office and/or community setting.
- Collaborates with other team members to develop and implement a client-centered treatment plan.
- Maintains accurate documentation of client's treatment progress in accordance to agency, local, state and federal standards.
- Acts as a liaison and collaborate with community agencies and/or families to maintain coordination of treatment goals.
- Coordinate with outside inpatient facilities to provide detoxification services.
- Assists in establishing linkage to self-help programs and residential facilities.
- Provides on-call and crisis intervention for afterhours coverage.
- Participates in daily staff clinical meetings and treatment planning review meetings.

Knowledge, Skills, and Abilities Required:

- Associate's degree in a Mental Health field required. Bachelor's Degree in a Mental Health field preferred.
- State of Maryland Certified Supervised Counselor (CSC-AD) or Certified Associate Counselor (CAC-AD) certification required.
- Minimum one year experience as a Substance Abuse/Addictions Counselor.
- Experience working with adults with co-occurring disorders.

- Must have interpersonal skills sufficient to establish therapeutic relationships with clients and to communicate and work effectively with others involved in client's treatment.
- Ability to work well with an interdisciplinary team.
- Must possess a valid Maryland Driver's License and have a current driving record with less than (3) point's on it at the time of hire.
- Must possess valid automobile insurance coverage and reliable transportation.
- Willingness to transport clients in own vehicle when necessary.

Working Conditions:

- Delivery of client's treatment services are primarily provided in the community such client's home, provider offices, and/or other community locations that are safe and therapeutic to client's overall recovery process

The above statements are intended to describe the general nature and level of work being performed by positions assigned to this class. They are not to be construed as an exhaustive list of all responsibilities and duties of positions so classified.

Reporting Relationship:

Mobile Treatment Team Director

Employee Receipt:

I have reviewed this job description. I understand that it is my responsibility to ensure my understanding of these duties and determine that they accurately reflect my job requirements. If that is not the case, I understand that I must inform HR in writing of any claimed inaccuracies so that such questions can be addressed and resolved. My failure to do so will be taken as my concurring with the accuracy of my job description.

Employee Name: _____ Date: _____

Approvals:

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date

The above statements are intended to describe the general nature and level of work being performed by positions assigned to this class. They are not to be construed as an exhaustive list of all responsibilities and duties of positions so classified.

Revision History: 1/27/2017

Reviewed by _____ Date _____ Reviewed by _____

Date _____ Reviewed by _____